

**Minutes of the 14 January 2013
Regular Meeting of the Yancey County Board of Commissioners
Held at 6:00 o'clock p.m. in the Yancey County Courtroom
Yancey County Courthouse, Burnsville, North Carolina**

Present at the 14 January 2013 meeting of the Yancey County Board of Commissioners were Chairman Johnny Riddle, Commissioner Jill Austin, Commissioner Jim Edwards, Commissioner Randy Ollis, Commissioner Jeff Whitson, County Manager Nathan Bennett, Clerk to the Board Jason Robinson, County Attorney Donny Laws, members of the media, and members of the general public.

Call to Order and Approval of Agenda

Chairman Riddle called the meeting to order and delivered the invocation. Commissioner Ollis then led everyone in the Pledge of Allegiance. Chairman Riddle then asked for a motion to approve the agenda. Commissioner Ollis asked to amend the agenda to include a closed session for personnel matters. Upon hearing from Commissioner Ollis, Commissioner Edwards made a motion to approve the agenda as amended and it was seconded by Commissioner Whitson. The vote to approve was unanimous. (Attachment A)

Public Comment

The first person to speak before the Board was Anthony Robinson. He spoke about the need for citizens to have the right to have assault weapons to protect their property from the government. The next person to speak before the Board was Bill Grover. He spoke about the order that is soon to come to declare Marshall Law and the need to know where your guns are located. The final person to speak before the Board was Tom Robinson, who spoke about the evils of the Federal Reserve.

Consent Agenda

The Board next moved to the consent agenda portion of the agenda. Chairman Riddle gave an overview of the consent agenda items for consideration this month. On the consent agenda for January were consideration of the December 3rd Special Meeting Minutes, the December 4th Regular Meeting Minutes, consideration of the appointment of Millie Randolph to serve a three year term on the Yancey County Joint Community Advisory Committee (Attachment B), consideration of Budget Amendment #3 to the 2012-13 fiscal year budget (Attachment C), consideration of the Language Access Plan for the \$500,000 Community Development Block Grant for the Yancey County Senior Center (Attachment D), and the appointment of representatives from each fire district for a one year term on the Firemen Relief Fund (Attachment E). Upon consideration of the consent agenda Commissioner Whitson made a motion to approve all of the items on the consent agenda. The motion was seconded by Commissioner Austin and the vote to approve was unanimous.

Toe River Health District Fee Schedule

The Board next heard from Allen Hughes with the Toe River Health District. Mr. Hughes came before the Board to go over the proposed fee schedule for the environmental health section of the health district. Mr. Hughes stated that the Toe River Board of Health had already approved these fees but each of the three commissioner boards in Yancey, Mitchell, and Avery Counties had to approve them as well. According to Mr. Hughes Mitchell and Avery had already approved the fee schedules. Mr. Hughes also stated that these fees were more in line with what the rest of the state is doing as far as these fees are concerned. Mr. Hughes went over each of the fees (Attachment F) and explained what they were for and how they were changing. For the most part, Mr. Hughes noted the fees were being reduced. Commissioner Edwards asked about the drip irrigation fee if that was used for farmers who had irrigation system and Mr. Hughes responded that this type of system was a residential sewage system. Upon hearing from Mr. Hughes, Commissioner Austin made a motion to approve the fee schedule. The motion was seconded by Commissioner Edwards and the vote to approve was unanimous.

County Manager Business

The Board next heard from County Manager Nathan Bennett. Mr. Bennett told the Board that he and some of the other departments had been working on a work session for the commissioners and with everyone's schedule have decided on the 28th of January. This work session might be away from the courthouse at the library or United Community Bank. Mr. Bennett also gave an update of the Yancey County Senior Center Project. Mr. Bennett stated that the county has been working with High Country Council of Governments to have the funds

released for the North Carolina Catalyst Grant. Also Mr. Bennett noted that the other Community Development Block Grant (CDBG) for scattered site housing is moving along.

County Attorney Business

County Attorney Donny Laws was not present for the meeting this month but was represented by County Planner Jamie McMahan. Mr. McMahan stated that the county attorney has been working on two projects one for the scattered site housing title searches and the other on getting the Pensacola Fire Department grant closed out. Also, Mr. Randy Banks asked to speak to the Board once more concerning the Banks Holding, LP request to have an evaluation of land reduced. County Manager Nathan Bennett stated that County Attorney Donny Laws had informed him that his opinion of this matter had not changed. Mr. Banks stated that he had new information and would like to discuss that with the county attorney. Upon hearing from Mr. Banks, Commissioner Whitson made a motion to table this issue and it was seconded by Commissioner Austin. The vote to table was unanimous.

Commissioner Business

Chairman Riddle then asked any of the Board if they had any announcements or business. Commissioner Ollis stated that he, Commissioner Whitson, and Commissioner Edwards had attended the Essentials of County Government class offered by the UNC School of Government and found it to be very informative.

Closed Session

Commissioner Ollis then made a motion for the Board to go into closed session pursuant to NCGS 143-318.11(a)(6) to discuss personnel. The motion was seconded by Commissioner Edwards and the vote to go into closed session was unanimous.

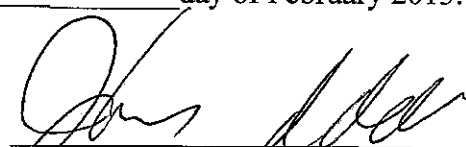
Upon coming out of closed session the Board had no further business to discuss.

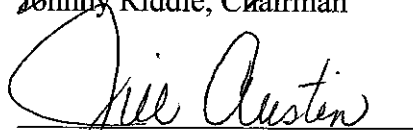
Adjournment

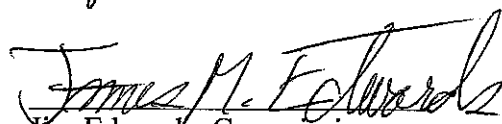
Having no further business Chairman Riddle made a motion to adjourn and it was seconded by Commissioner Whitson. The vote to adjourn was unanimous.

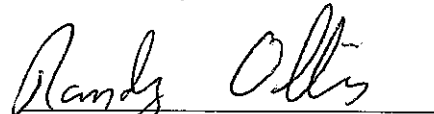
Approved and authenticated on this the 11th day of February 2013.

Attest:

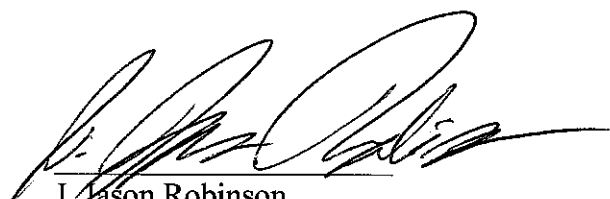

Johnny Riddle, Chairman


Jill Austin, Commissioner

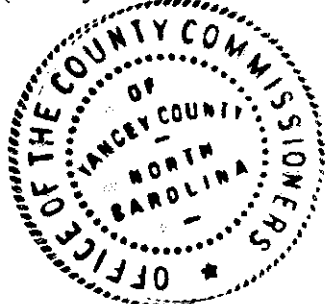

Jim Edwards, Commissioner


Randy Ollis, Commissioner


Jeff Whitson, Commissioner


J. Jason Robinson
Clerk to the Board

(county seal)





AGENDA
YANCEY COUNTY BOARD OF COMMISSIONERS
REGULAR BUSINESS MEETING
January 14, 2013
6:00 P.M.

- I. Call to Order – Chairman Johnny Riddle
- II. Invocation and Pledge of Allegiance to the Flag
- III. Approval of the Agenda
- IV. Public Comment
- V. Consent Agenda
 - a. Approval of the Minutes-December Regular Meeting
 - b. Board Appointment – Yancey County Joint Community Advisory Committee – Millie Randolph
 - c. Budget Amendment #3
 - d. Language Access Plan for CDBG Catalyst Grant
 - e. Firemen Relief Fund – approval of one year term for fire departments
 - f. December Tax Collection Report
- VI. Toe River Health District Fee Schedule – Allen Hughes, Toe River Health District
- VIII. County Manager Report – Nathan Bennett, County Manager
- IX. County Attorney Report – Donny Laws, County Attorney
 - a. Banks Holding Company, LP Request
- X. County Commissioners Report
- XI. Adjourn

Attachment B



Robert L. Johnson
Chairman of the Board

Gary D. Blevins
Vice-Chairman

Brenda Lyerly
Secretary

Danny McIntosh
Treasurer

Rick Herndon
Executive Director

December 4, 2012

Mr. Jason Robinson
Clerk to the Board
110 Town Square, Room 11
Burnsville, North Carolina 28714

Dear Mr. Robinson:

The term of appointment for Ms. Millie Randolph to the Yancey County Joint Community Advisory Committee will expire February 2, 2013. She has indicated her desire to be reappointed for an additional three-year term.

Please submit Ms. Randolph's name to the Commissioners for their consideration and let me know their decision at your earliest convenience. The request for renomination is attached.

Sincerely,

Julie Wiggins
Regional Ombudsman

Enclosure

468 New Market Blvd.
Boone, NC 28607

Phone: 828-265-5434
Fax: 828-265-5439
TTY: 1-800-735-2962
Voice: 1-800-735-8262

Web: www.regiond.org

RENOMINATION FORM

LONG TERM CARE COMMUNITY ADVISORY COMMITTEE

Nominee Background Information

Name Millie Randolph

Home Address 161 Hunters Ridge Phone(H) 828-682-6368
Barnsville NC. 28714 Zip Code 28714

Business Address U.S. 19 E. Phone (W) 828-682-1556
Barnsville NC Zip Code 28714

Email Address _____

Occupation Program Director

Number of hours available per month for this position 8 hr

Education 2 year college

Business and civic experience and skills 14 years at Heritage Adult
Day Care before that 1 1/2 at Brookside.

Areas of expertise and interest/skills Working with Elderly and disabled,

THE FOLLOWING PERSONS ARE EXCLUDED BY LEGISLATION FROM SERVING ON THE COMMITTEE:

1. Persons or immediate family member of persons with a financial interest in a home served by a committee.
2. An employee or governing board member or immediate family member of an employee or governing board member of a home served by a committee. (A person paid by a home as a consultant is considered an employee).
3. The immediate family member of a patient in a home served by a committee. An "immediate family member" is defined as mother, father, sister, brother, spouse, child, grandmother, grandfather, and in-laws for the above.

I CERTIFY THAT NONE OF THE EXCLUSIONS LISTED ABOVE APPLY TO ME. I UNDERSTAND THAT I MUST NOTIFY THE OMBUDSMAN IMMEDIATELY IF MY SITUATION CHANGES WITH RESPECT TO THE ABOVE EXCLUSIONS.

Millie Randolph Date 11-20-12
Signature of Applicant

Nomination form submitted by Julie Wiggins, Ombudsman
Name



YANCEY COUNTY FINANCE OFFICE

110 TOWN SQUARE, ROOM 11, BURNSVILLE, NC 28714

PHONE (828)682-3819 • FAX (828)682-4301

FINANCE DIRECTOR, LYNNE E. HENSLEY • lhensley@yanceycountync.gov

FINANCE OFFICER, BRANDI BURLESON • bburleson@yanceycountync.gov

ASST. FINANCE OFFICER, LISA MILLER • lmiller@yanceycountync.gov

NOTES TO BUDGET AMENDMENT # 3

The purpose of this budget amendment is to adjust for the Transportation Capital Grant that was approved during the December 2012 meeting. The addition of the van to the YCTA fleet will increase revenues and will offset the County's match to the grant. The net difference of this budget amendment is \$83,614 which increases the budget from \$19,955,206 to \$20,038,820.

If there are any questions related to Budget Amendment # 3, please feel free to call me at 682-3971 and I will answer any questions you may have.

Brandi Burleson
Finance Officer

YANCEY COUNTY COMMISSIONERS

BUDGET AMENDMENT # 3

FUND: GENERAL

As entered in the minutes of the Yancey County Board of Commissioners at a meeting on Monday, January 14, 2012.

EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
1	104554-5125	YCTA - SAL & WAGES PARTTIME	13,806.00
2	104554-5181	FICA/MEDICARE	1,056.00
3	104554-5182	RETIREMENT	484.00
4	104554-5183	HEALTH INS	7,716.00
5	104554-518306	LONG-TERM DISABILITY	132.00
6	104554-5185	UNEMPLOYMENT INS	148.00
7	104554-5186	WORKER'S COMPENSATION	225.00
8	104554-5129	LIFE INS	121.00
9	104554-5239	DRUG & ALCOHOL TESTING	85.00
10	104554-5212	UNIFORMS	75.00
11	104554-5251	MOTOR FUELS	7,000.00
12	104554-529912	TAG & FEES	709.00
13	104554-5259	VEHICLE CLEANING SUPPLIES	175.00
14	104554-5341	PRINTING	200.00
15	104554-5352	R&M EQUIPMENT	200.00
16	104554-5370	ADVERTISING	500.00
17	104554-5391	LEGAL ADVERTISING	100.00
18	104554-5451	VEHICLE INSURANCE	639.00
19	104554-5481	CENTRAL SERVICES	6,745.00
20	104554-555004	RADIO UNIT	748.00
21	104554-5540	MINI-VAN (EXPANSION)	42,250.00
22	104554-5397	VEHICLE LETTERING	500.00
23			
TOTALS		83,614.00	0.00
NET CHANGE			83,614.00
CURRENT APPROP			19,955,206.00
TOTAL APPROP AMENDED			20,038,820.00

EXPEND. CODE	ACCOUNT	INCREASE	DECREASE
71	104050-462001	YCTA-5310 GRANT REIM	55,029.00
72	104050-4626	RGP FUNDS	5,687.00
73	104050-4604	SENIOR CENTER	4,381.00
74	104050-4607	MENTAL HEALTH	240.00
75	104050-4618	YANCEY RESIDENTIAL	2,277.00
76	104050-4609	GENERAL FARES	16,000.00
77			
78			
79			
80			
TOTALS		83,614.00	0.00
NET CHANGE			83,614.00
CURRENT APPROP			19,955,206.00
TOTAL APPROP AMENDED			20,038,820.00

Language Access Plan

Yancey County

The purpose of this Policy and Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to persons with limited English proficiency (LEP). Title VI of the Civil Rights Act of 1964 prohibits discrimination based on the ground of race, color or national origin by any entity receiving federal financial assistance. Administrative methods or procedures, which have the effect of subjecting individuals to discrimination or defeating the objectives of these regulations, are prohibited.

In order to avoid discrimination on the grounds of national origin, all CDBG programs or activities administered by Yancey County must take adequate steps to ensure that their policies and procedures do not deny or have the effect of denying LEP individuals with equal access to benefits and services for which such persons qualify. This Policy defines the responsibilities the agency has to ensure LEP individuals can communicate effectively.

This policy and plan is effective January 14, 2013 for a period of three (3) years.

I. Scope of Policy

These requirements will apply to Yancey County (**herein referred to as “the agency”**) including subcontractors, vendors, and subrecipients specific to CDBG, CDBG-R, and NSP funded programs.

The agency will ensure that LEP individuals are provided meaningful access to benefits and services provided through contractors or service providers receiving subgrants from the agency.

II. Definitions

- A. Limited English Proficient (LEP) individual – Any prospective, potential, or actual recipient of benefits or services from the agency who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with health care providers and social service agencies.
- B. Vital Documents – These forms include, but are not limited to, applications, consent forms, all compliance plans, bid documents (within reasonable notice), fair housing information, citizen participation plans, letters containing important information regarding participation in a program; notices pertaining to the reduction, denial, or termination of services or benefits, the right to appeal such actions, or that require a response from beneficiary, notices advising LEP persons of the availability of free language assistance, and other outreach materials.

- C. Title VI Compliance Officer: The person or persons responsible for compliance with the Title VI LEP policies.
- D. Substantial number of LEP: 5% or 1,000 people, whichever is smaller, are potential applicants or recipients of the agency and speak a primary language other than English and have limited English proficiency.

III. Providing Notice to LEP Individuals

The agency will take appropriate steps to inform all applicants, recipients, community organizations, and other interested persons, including those whose primary language is other than English, of the provisions of this policy. Such notification will also identify the name, office telephone number, and office address of the Title VI compliance officer(s).

List the current name, office telephone number and office address of the Title VI compliance officers:

***Jason Robinson
Yancey County Clerk to the Board
110 Town Square, Courthouse Room 11
Burnsville, NC 28714
(828) 682-3971***

(Note: The agency must notify the DCA compliance office immediately of changes in name or contact information for the Title VI compliance officer.)

- A. The agency will post and maintain signs in regularly encountered languages other than English in waiting rooms, reception areas and other initial points of contact. These signs will inform applicants and beneficiaries of their right to free language assistance services and invite them to identify themselves as persons needing such services.

Identify areas within the agency where these signs will be posted:

These signs will be posted on the public bulletin board at the Yancey County Courthouse at the public entrance.

- B. The agency will include statements of the right to free language assistance in Spanish and other significant languages in all outreach material that is routinely disseminated to the public (including electronic text).

C. The agency will also disseminate information in the following manner:

Printed information will be made available at selected agency owned buildings that explain the rights provided by this policy. In addition, the policy will be accessible on the County's website.

IV. Provision of Services to LEP Applicants/Recipients

A. Assessing Linguistic Needs of Potential Applicants and Recipients

1. The agency will assess the language needs of the population to be served, by identifying:

- a. the language needs of each LEP applicant/recipient
- b. the points of contact where language assistance is needed; and
- c. the resources needed to provide effective language assistance, including location, availability and arrangements necessary for timely use.

2. Determining the Language Needs of the Population to be Served

The agency is responsible for assessing the needs of the population to be served. Such assessment will include, but not be limited to the following:

- a. The non-English languages that are likely to be encountered in its program will be identified.
- b. An estimate of the number of people in the community for whom English is not the primary language used for communication will be completed and updated annually. To identify the languages and number of LEP individuals local entities should review:
 - i. census data
 - ii. school system data
 - iii. reports from federal, state, and local governments
 - iv. community agencies' information, and
 - v. data from client files
- c. The points of contact in the program or activity where language assistance is likely to be needed will be identified.

3. Determining the Language Needs of Each Applicant/Recipient

The agency will determine the language needs of each applicant/recipient. Such assessment will include, but not be limited to the following:

- a. At the first point of contact, each applicant/recipient will be assessed to determine the individual's primary language.

Check all methods that will be used:

- ☒ multi-language identification cards, a poster-size language list, or the use of "I speak" peel-off language identification cards for indicating preferred languages
 - ☒ English proficiency assessment tools, provided they can be administered in a manner that is sensitive to and respectful of individual dignity and privacy
 - ☒ Other (describe):
- b. If the LEP person does not speak or read any of these languages, the agency will use a telephone interpreting service to identify the client's primary language.
 - c. Staff will not solely rely on their own assessment of the applicant or recipient's English proficiency in determining the need for an interpreter. If an individual requests an interpreter, an interpreter will be provided free of charge. A declaration of the client will be used to establish the client's primary language.
 - d. When staff place or receive a telephone call and cannot determine what language the other person on the line is speaking, a telephone interpreting service will be utilized in making the determination.
 - e. If any applicant/recipient is assessed as LEP, they will be informed of interpreter availability and their right to have a language interpreter at no cost to them with a notice in writing in the languages identified in Section C. Provisions of Written Translations.

B. Provision of Bilingual/Interpretive Services

- 1. The agency will ensure that effective bilingual/interpretive services are provided to serve the needs of the non-English speaking population. The provision of bilingual/interpretive services will be prompt without undue delays. In most circumstances, this requires language services to be available during all operating hours.

This requirement will be met by:

Yancey County has access to a qualified interpreter to be used when necessary. If the interpreter is not able to assist the Limited English Proficient person in a reasonable amount of time, a telephone interpreter service will be used.

2. The agency will provide language assistance at all level of interaction with LEP individuals, including telephone interactions.

This requirement will be met by:

At the initial point of contact, it will be determined by the agency or administration staff if the LEP individual is proficient enough in English to request that translation services be provided. If the individual is able to request translation services, their contact information will be taken. Agency staff will contact the LEP individual and provide the required translation services. If neither administration staff nor Yancey County staff is available to provide translation services in a reasonable amount of time, telephone translation service will be provided.

3. Interpreter Standards

- a. Those providing bilingual/interpretive services will meet the linguistic and cultural competency standards set forth below. The agency will ensure that interpreters and self-identified bilingual staff, have first been screened to ensure that the following standards are met before being used for interpreter services:
 - i. Can fluently and effectively communicate in both English and the primary language of the LEP individual
 - ii. Can accurately and impartially interpret to and from such languages and English
 - iii. Has a basic knowledge of specialized terms and concepts used frequently in the provision of the agency's services
 - iv. Demonstrates cultural competency
 - v. Understands the obligation to maintain confidentiality
 - vi. Understands the roles of interpreters and the ethics associated with being an interpreter

Describe how the agency ensures the competency of bilingual staff and interpreters:

Yancey County will ensure that if bilingual interpreters do not have a basic understanding of the CDBG program then a member of the CDBG administrative staff will accompany the interpreter. In addition, Yancey County will ensure that the bilingual interpreter understands the need for confidentiality and cultural competency, and will provide an CDBG administrative staff person to accompany the interpreter to provide more detailed explanations of the CDBG program and requirements should the need arise. When CDBG administrative staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the CDBG administrative staff member will request another interpreter.

- b. When staff members have reason to believe that an interpreter is not qualified or properly trained to serve as an interpreter, the staff member will request another interpreter.
3. Using Family Members or Friends as Interpreters
- a. Applicants/recipients may provide their own interpreter; however the agency will not require them to do so.
 - b. The agency will first inform an LEP person, in the primary language of the LEP person, of the right to free interpreter services and the potential problems for ineffective communication. If the LEP person declines such services and requests the use of a family member or friend, the agency may utilize the family member or friend to interpret only if the use of such person would not compromise the effectiveness or services or violate the LEP person's confidentiality. The agency will monitor these interactions and again offer interpreter services, if it appears there are problems with this arrangement.
 - c. The agency will indicate in the LEP individual's file that an offer of interpreter services was made and rejected; that the individual was informed of potential problems associated with using friends or family members and the name of the person serving as an interpreter at the LEP individual's request.
 - d. Only under extenuating circumstances shall the agency allow a minor (under the age of 18 years) to temporarily act as an interpreter. The agency will keep a written record of when it has used a minor as an interpreter, and this information will be shared with the DCA upon request.

4. The agency will **not** require the applicant/recipient to pay for bilingual/interpretive services.

C. Provision of Written Translations

1. The agency must provide written materials in languages other than English where a substantial number or percentage of the population eligible to be served or likely to be directly affected by the program needs services or information in a language other than English to communicate effectively.
2. Translation of Vital Documents
 - a. The agency will ensure that vital documents for locally designed programs are translated into Spanish.
 - b. When DCA forms and other written material contain spaces in which the local entity is to insert information, this inserted information will also be in the individual's primary language. When such forms are completed by applicants/recipients in their primary language, the information must be accepted.
 - c. If, as a result of the local language assessment, it appears there are a substantial number of potential applicants or recipients of the agency (defined as 5% or 1,000 people whichever is less) who are LEP and speak a language other than Spanish, the agency will translate and provide vital documents in the appropriate language.
 - d. The agency will keep a record of all vital documents translated, and will submit this information to DCA at their request.
3. If the primary language of an LEP applicant or recipient is a language other than Spanish AND the language does not meet the threshold for translation as defined in the preceding paragraph, the LEP individual will be informed in their own language of the right to oral translation of written notices. The notification will include, in the primary language of the applicant/recipient, the following language: **IMPORTANT: IF YOU NEED HELP IN READING THIS, ASK THE AGENCY FOR AN INTERPRETER TO HELP. AN INTERPRETER IS AVAILABLE FREE OF CHARGE.**

D. Documentation of Applicant/Recipient Case Records

1. The agency will maintain case record documentation in sufficient detail to permit a reviewer to determine the agency's compliance with this policy.
2. The agency will ensure that case record documentation, including computerized records if appropriate, identifies the applicants/recipient's

ethnic origin and primary language. In those cases where the applicant/recipient is non-English speaking, the agency will:

- a. Document the individual's acceptance or refusal of forms or other written materials offered in the individual's primary language.
 - b. Document the method used to provide bilingual services, e.g., assigned worker is bilingual, other bilingual employee acted as interpreter, volunteer interpreter was used, or client provided interpreter. When a minor is used as interpreter, the agency will document the circumstances requiring temporary use of a minor and will provide this information to DCA upon request.
3. Consent for the release of information will be obtained from applicants/recipients when individuals other than agency employees are used as interpreters and the case record will be so documented.

E. Staff Development and Training

1. The agency will provide staff training at new employee orientation and continuing training programs. The training will include, but not be limited to:
 - a. Language assistance policies and procedures, resources available to support such procedures, methods of effective use of interpreters, and familiarization with the discrimination complaint process.
 - b. Cultural awareness information, including specific cultural characteristics of the groups served by the agency to provide a better understanding of, and sensitivity to, the various cultural groups to ensure equal delivery of services.
2. The agency will provide or ensure training is provided for bilingual staff and interpreters employed or utilized by the agency. This includes the ethics of interpreting, including confidentiality; methods of interpreting; orientation to the organization; specialized terminology used by the agency; and cultural competency.
3. The agency will ensure that applicable grantees, contractors, cooperative agreement recipients and other entities receiving state or federal dollars are trained in the requirements of this policy.

Describe how this provision will be met:

Consultants hired by the agency to provide CDBG grant administration will be made aware of, and will be required to attend any training required by DCA concerning this policy. Consultants will then be required to insure compliance with this policy with any engineers or contractors procured to complete CDBG activities.

4. The agency will collect and maintain the following information about training provided to staff: the date(s) of such training, the content of such training, the number and types of credit hours awarded; and the names and identifying information of each attendee at the training. The agency will ensure that grantees, contractors, cooperative agreement recipients and other applicable funded entities collect and maintain such information as well.

V. Compliance Procedures, Reporting and Monitoring

A. Reporting

1. The agency will complete an annual compliance report and send this report to DCA.
(Format will be supplied by DCA)

B. Monitoring

1. The agency will complete a self-monitoring report on a quarterly basis, using a standardized reporting system providing by the DCA. These reports will be maintained and stored by the Title VI compliance officer and will be provided to the DCA upon request.
2. The agency will cooperate, when requested, with special review by the DCA .

VI. Applicant/Recipient Complaints of Discriminatory Treatment

A. Complaints

1. The agency will provide assistance to LEP individuals who do not speak or write in English if they indicate that they would like to file a complaint. A complaint will be filed in writing, contain the name and address of the person filing it or his/her designee and briefly describe the alleged violation of this policy.
2. The agency will maintain records of any complaints filed, the date of filing, actions taken and resolution.
3. The agency will notify the appropriate agency or Division within DCA of complaints filed the date of filing, actions taken and resolution. This information will be provided within 30 days of resolution.

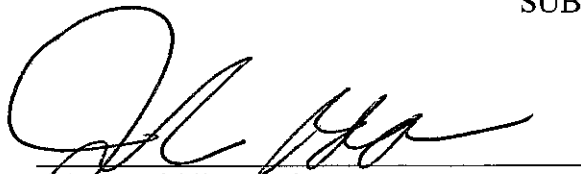
B. Investigation

1. The DCA Compliance Office will conduct an investigation of the allegations of the complaint. The investigation will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
2. The investigation will not exceed 30 days, absent a 15-day extension for extenuating circumstances.

C. Resolution of Matters

1. If the investigation indicates a failure to comply with the Act, the local unit of government, agency Director or his/her designee will so inform the recipient and the matter will be resolved by informal means whenever possible within 60 days.
2. If the matter cannot be resolved by informal means, then the individual will be informed of his or her right to appeal further to the Department of Justice. This notice will be provided in the primary language of the individual with Limited English Proficiency.
3. If not resolved by DCA, then complaint will be forwarded to DOJ, HUD Field Office.

SUBMITTED AND APPROVED BY:


Johnny Riddle, Chairman
1-14-13
Date

Attachment B

**YANCEY COUNTY FIREMAN RELIEF FUND
314 WEST MAIN STREET
BURNSVILLE NC 28714
828-682-7833
FAX: 828-682-0345**

FIREMAN RELIEF FUND		ONE YEAR	2013
1. DOUBLE ISLAND			KAREN ROBINSON
2. EGYPT RAMSEY TOWN			JACK RAMSEY
3. NEWDALE			DONALD LASTER
4. PENSACOLA			WES PRESNELL
5. CLEARMONT			VALERIE McCURRY
6. SOUTH TOE			MICHAEL BLEVINS
7. WEST YANCEY			CLAY CARROL



Lynda Kinnane, MPH
Health Director

TOE RIVER HEALTH DISTRICT
Avery, Mitchell, & Yancey County
Health Departments

Charles Baker, MD & Frank Craig, MD
Medical Directors



Dr. Marvin E. Walker, OD
Chair, Board of Health

FEE SCHEDULE PROPOSED CHANGES

September 17, 2012

- | | |
|---------------------------------------|--|
| 1. Drip Irrigation/Type V systems: | \$125.00 (Annually) |
| 2. Single RV/Camper sites: | \$150.00 |
| 3. Lowering Existing Tank Inspection: | \$100.00 |
| 4. Additions/Deck expansion: | \$50.00 |
| 5. Commercial Septic Systems | \$400.00- 100-360 gpd |
| | \$500.00- 361-500 gpd |
| | **Over 500 gpd add \$300 extra for each additional 500 gallons or any portion thereof. |
| 6. Type IIIB systems | \$100.00 once every 5 years |
| 7. Healthy Homes Inspection | \$75.00 (Sliding Fee Scale) |

Explanations:

1. Lowered-Previously 175.00
2. "New" fee (Equal to 10 x 50 mobile home)-Covers EH expenses for very small square footage dwelling.
3. Lowered-Previously \$175.00
4. Lowered-Previously \$175.00 (2009 State Well Rule Revision requiring 25' setback from bldg. perimeter.)
5. Lowered-Previously \$720.00- 0-360 gpd
\$2,000- 361-1000 gpd
\$2 per gallon > 1,000 gpd
6. Mandated in 1992 but never implemented by the Toe River Health District. All pump systems and sand filter systems installed since 1992 must be inspected once every 5 years. To obtain a letter of approval from On-Site Water Protection in Raleigh for Accreditation, this had to be included in our Corrective Action Plan. Cost will cover the inspection as well as the time needed to create a data base of existing systems.
7. New program (previously funded by CDC)-Currently unfunded but two HH trained specialists remain on staff. Sliding fee scale will make the program available to the underserved. Fee is based on an average of 3 hour processing time.